



Virtual Meeting Best Practices

Audio/Video

- Join the meeting from a quiet area out of respect to others on the line.
- If your computer audio is susceptible to feedback, use headphones with a microphone (not your computer speakers).
- **When you are not speaking – please go on mute.**
- Turn on your video in order for us to see each other, especially when speaking.
- Place cell phones on vibrate; silence notifications from computer calendar and email.
- Submit questions during the presentations through the chat feature in Google Meet
- When called upon by a facilitator to ask or clarify the question, introduce yourself with name, title, and location when asking a question or commenting
- Participants are encouraged to use their computer for video and audio but, as a backup only, if you are having difficulty hearing or are having a slow/interrupted internet connection, try using closed captioning or dial into the Google Meet phone number.

Presentations

- To make the meeting run smoothly, facilitators will run the slide presentations. Presenters should call out “next slide” or slide numbers when speaking.
- **Submit questions & comments during the presentations through the chat feature in Google Meet.**
- Allow time for responses – participants may have a communication lag or need to go off mute.

Logistics

- Please stick to the schedule and come back promptly from breaks and be ready to re-engage. Breaks are firm, fixed timeframes.
- Stay focused and stay engaged during the meeting. The expectation is that we are focused on the meeting and will not try to manage other work and email.